

Admission Policy and Arrangements



Written: June 2022

Reviewed: July 2025

Review Date: July 2027

Ongar Place Nursery offers up to 25 places per session

We accept Two year old funded children. The session times for 2 year old FEET funded, Two year old Working Parents children (15hrs) and self-funded two year olds are Monday- Friday 9-12pm or 12pm-3pm.

We accept the Universal Funded Early Education - 15 hours government funding for children the term after they have their third birthday. Universal Funded 15 hour sessions are Monday 9-3pm, Tuesday 9-3pm, Wednesday 9-12pm

OR: Wednesday 12-3pm, Thursday 9-3pm, Friday 9-3pm

We accept the Working Parents Entitlement funding – 30 hours government funding for children the term after they have their third birthday, for those children who are entitled to this. The hours are Monday- Friday 9-3pm. Two year old Working Parents 30hrs Entitlement will be considered on a case by case basis. Please contact the School office to discuss. If parents are allocated over 15 funded hours and lose their entitlement to this, they will be invoiced for additional sessions as outlined below.

If there are spaces available parents can book self-funded places at a cost of £24 per session (9.00 am - 12.00 noon or 12.00 noon to 3.00 pm). These can be booked in advance on a termly basis.

Admission will be subject to an application being made (see below) the parental contract being signed and places being available.

Children can join Ongar Place Nursery at the start of any term throughout the school year, dependent on date of birth. In exceptional circumstances the Governing Body will admit children during the term.

Admission criteria

If places are available and there are no children eligible on the waiting list places will be allocated on application.

The Local Authority has delegated the admission of nursery children to the Governing Body of community and voluntary controlled schools, therefore parents wishing to apply for a place at Ongar Place Nursery must complete the application form and submit it directly to Ongar Place Nursery.

When Ongar Place Nursery provision for three and four year olds is over-subscribed, applications will be ranked according to the following criteria:

First priority: Looked after and previously looked after children.

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children's Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children's Act 1989).

Second priority: Exceptional social or medical need for a place at the nursery including those with Special Educational Needs.

Occasionally there may be a child or children for whom exceptional social or medical circumstances will apply which will warrant a placement at Ongar Place Nursery. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances.

This evidence must confirm the circumstances of the case and must set out why the child/children should attend Ongar Place Nursery and why no other nursery could meet their needs. Providing evidence does not guarantee that a child will be given a priority place and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at Ongar Place Nursery above any other. The decision will be made by the Governing Body of Ongar Place Primary School.

Third priority: Children who will have a sibling attending the nursery or the school at the time of the child's admission.

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address. A child will be given sibling priority if they have a sibling at Ongar Place Primary School at the time of the child's admission.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (see paragraph v).

Fourth priority: Children who will turn 4 years old between 1st September and 31st August of the current academic year.

This is to give priority to older children who will be due to transfer to Reception in the next academic year and hence have only one term left to attend nursery

Fifth priority: Children who will be 3 years old between 1st September and 31st August of the current academic year.

Waiting lists

Where there are more children than places available, a waiting list will operate according to the oversubscription criteria.

How can I apply for a place?

We take applications from when children are born. You will need to complete an Application Form available on the school website or from the Ongar Place Primary School office.

Ongar Place Nursery will endeavour to inform parents of the outcome of their application by e-mail as soon as possible. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter. The final decision with regard to admission and the allocation of sessions will rest with the Governing Body of Ongar Place Primary School.

Ongar Place Nursery will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.

Prior to starting Nursery parents will be invited to discuss any medical issues/special requirements and generally to talk to the staff to discuss nursery life and how the curriculum is being delivered.

Prospective applicants wishing to visit the Nursery may do so by contacting the school office and booking an appointment.

Ongar Place School Admissions

Admission to Ongar Place Nursery does not guarantee admission to the Reception Class. Applications for Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.